

STATE OF CALIFORNIA - AIR RESOURCES BOARD
TRAVEL EXPENSE CLAIM

ARB/ASD 262A (REV. 1/2008)

CLAIMANT'S NAME Linda Adams				SSN OR EMPLOYEE NUMBER On File				DEPARTMENT Cal/EPA							
POSITION Secretary for Environmental Protection			CB/ID NUMBER		DIVISION OR BUREAU Office of the Secretary				INDEX NUMBER						
RESIDENCE ADDRESS On File					HEADQUARTERS ADDRESS 1001 I Street, 25th Floor				TELEPHONE NUMBER 916-323-2514						
CITY On File		STATE		ZIP CODE		CITY Sacramento		STATE CA		ZIP CODE 95814					
(1) MONTH/YEAR Jun-10		(3) LOCATION WHERE EXPENSES WERE INCURRED		(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
(2)					BREAK-FAST	LUNCH	O.T,L/T, NC, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE			
DATE TIME												MILES			AMT
6/3 15:00		Depart Sacramento, CA enroute to Los Angeles, CA					18.00			PC		95.0	47.50		65.50
6/4		Clean Air Bound - Roundtable (Speaker) - Celebrating innovation in clean transportation.		109.03	6.00	18.00	6.00								139.03
6/5 20:00		Return to Sacramento, CA.					18.00	6.00		PC		95.0	47.50		71.50
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
(10) SUBTOTALS				109.03	6.00	0.00	54.00	12.00	0.00	0.00	0.00	190.0	95.00	0.00	276.03
CLAIM TOTAL												\$	276.03		
(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) Secretary Linda Adams participated on panel discussion and attended awards luncheon for Coalition for Clean Air. Also had several meetings regarding CalEPA's Education and the Environment Initiative (EEI).															
				AGENCY ACCOUNTING OFFICE USE ONLY											
(13) PRIVATE VEHICLE LICENSE NO. 6KHK185															
(14) MILEAGE RATE CLAIMED \$ 0.500															
AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER															
(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate. I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.															
CLAIMANT'S SIGNATURE ➡				DATE		(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT ➡						DATE			

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)

DATE

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(2)				BREAK-FAST	LUNCH	O.T,L/T, NC, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE				
DATE	TIME										MILES	AMT			
6/9	8:00	Departed Sacramento, CA enroute to Los Angeles, CA. Departed Los Angeles, CA enroute to Washington, D.C.	340.06		10.00	18.00								368.06	
6/10		Various AB32 meetings in Washington, D.C. then departed Washington, D.C. enroute to Los Angeles, CA.			6.00	10.00	18.00	6.00	42.00	T				82.00	
6/11	11:00	Departed Los Angeles, CA enroute to Sacramento, CA			6.00			6.00	69.00	T				81.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
(10)														0.00	
SUBTOTALS			340.06		12.00	20.00	36.00	12.00	111.00	0.00	0.00	0.0	0.00	0.00	531.06
CLAIM TOTAL												\$	531.06		
(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) Secretary Linda Adams participated in various AB 32 meetings in Washington, D.C.															
			AGENCY ACCOUNTING OFFICE USE ONLY												
(13) PRIVATE VEHICLE LICENSE NO.															
(14) MILEAGE RATE CLAIMED \$ 0.500															
AGENCY ACCOUNTING OFFICE USE ONLY															
PAID BY REVOLVING FUND CHECK NUMBER															
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DATE	TIME											MILES			AMT
6/13	10:00	Depart San Francisco (SFO) enroute to Tokyo, Japan				10.00	18.00							28.00	
6/14		Arrive Tokyo, Japan				51.00	82.00	41.00						174.00	
6/15		Tokyo ICAP 2010 Conference				51.00	82.00	41.00						174.00	
6/16		Tokyo, Japan				51.00	82.00	41.00						174.00	
6/17		Tokyo, Japan												0.00	
6/22	13:30	Depart Tokyo, Japan enroute to Sacramento, CA				31.00	51.00	41.00						123.00	
														0.00	
														0.00	
														0.00	
														0.00	
														0.00	
(10)															
SUBTOTALS				0.00	31.00	214.00	264.00	164.00	0.00	0.00	0.00	0.0	0.00	673.00	
CLAIM TOTAL												\$	673.00		
(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) Secretary Linda Adams participated in the International Carbon Action Partnership's (ICAP) 2010 conference, gave opening keynote speech and participated on panel discussion; and bilateral meetings with Tokyo Government regarding organizing the Club of Regions (R20+). Oxfam America provided airfare, lodging, and ground transportation.															
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